



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

To: District Superintendents, Charter Contract Signers, School Principals, State Tutoring Coordinators, and recent High School Tutors

From: Dr. Karen Butterfield, Associate Superintendent for Academic Achievement  
Nancy Konitzer, Deputy Associate Superintendent  
Debby Francis, State Tutoring Coordinator

Date: August 8, 2008

Subject: FY09 State Tutoring Program Announcement

The program changes listed in the boxes below, reflect the input of the Task Force participants they represent our efforts for continual improvement and appropriate fiscal management. The section with headings repeats components that have been previously set. A finite amount of funding is available per round. When that amount has been encumbered, no more grants will be approved.

Student Eligibility	<p>FALL 08 round- eligible students are juniors and seniors who had not passed AIMS in order to graduate and students attending Underperforming / Failing schools per 07-08 AZ LEARNS label (to be announced Sept.)</p> <p>SPRING 09 round- eligible students are freshmen and sophomores who did not pass 8<sup>th</sup> grade AIMS, juniors and seniors who had yet to pass high school AIMS in order to graduate, and students attending Underperforming/ Failing schools per 07-08 AZ LEARNS label .</p>
Allocation Process	<p>A cut score list can be found at <a href="http://www.ade.az.gov/asd/StateTutoring/">http://www.ade.az.gov/asd/StateTutoring/</a></p> <p>FALL 08 round</p> <p>1) \$2500 (max) per participating high school for those below the cut score- % of Jrs. and Srs. who did not pass, and \$5,000 (max) above the cut score.</p> <p>2) \$2500 (max) per U/F schools for those under 500 students, and \$5,000 (max) for those above 500 students. The link will be <a href="http://www.ade.az.gov/researchpolicy/AZEnroll/2007-2008/Default.asp">http://www.ade.az.gov/researchpolicy/AZEnroll/2007-2008/Default.asp</a></p> <p>SPRING 09 round</p> <p>1 &amp; 2) Amounts are the same as Fall.</p>
Grant	<p>1) Administration supplies and instructional supplies will not be allowed.</p> <p>2) Up to \$200, including benefits, per school site will be allowed for support services to coordinate the program. The coordinator must be a teacher or counselor onsite, not a principal, admin. assistant or paraprofessional.</p> <p>3) In the grant application, there will be a requirement for a worksheet to be submitted and each participating principals to submit a "confirmation" letter stating that he/she will run a tutoring program.</p>

Grant Dates	<p>FALL 08 round</p> <p>1) HS grant for LEAs with eligible juniors and seniors, opens the week of 08/11/08; closes on 09/12/08 or before if available funds are allocated and must be approved by 09/15/08.</p> <p>2) U/F grant for LEAs with U/F schools, opens 09/16/08; closes 10/3/08 or before if available funds are allocated; must be approved by 10/6/08.</p> <p>SPRING 09 round</p> <p>1) One grant for both groups will open 12/1/08; closes 12/19/08; must be approved by 12/22/08.</p>
Tutoring Dates	<p>FALL 08 round</p> <p>1) For eligible juniors and seniors 8/11/08- 11/21/08. May start after grant is approved.</p> <p>2) For students attending U/F schools 10/06/08- 11/21/08. May start after grant is approved.</p> <p>3) K-12 U/F schools should contact ADE for guidance. May start after grant is approved.</p> <p>SPRING 09 round</p> <p>1) For all eligible 8<sup>th</sup> through 12th grade students 01/05/09- 04/13/09.</p>

Example) Below is an example of the grant application for a project of [\\$5,000](#).

Function Code	Object Code	Amount	Description
Instruction 1000			
Salaries	6100	4093.82	Tutor stipends at \$32.75/hr Alpha and Beta Schools (\$2500 allocation each school)
Employee Benefits	6200	706.18	Benefits without medical for tutors (17.25%)
Support Services 2100			
Salaries	6100	170.58	Stipend for a state tutoring coordinator (teacher) at Alpha School
Employee Benefits	6200	29.42	Benefits without medical for coordinator at (17.25%)

### SES First

A Title I school in the second year of School Improvement and labeled “underperforming” or “failing” must fulfill its Title I obligations and put forth sufficient effort to offer SES first and use the funds up to 20% of the district’s Title I funds as required by NCLB. If there are still students who need tutoring, that school could then use State Tutoring Program.

### Tutoring Hours and Group Size

- Not to exceed 90 hours for each eligible student per semester
- No limit to total # of students per tutor
- Maximum group size of 5 students to 1 tutor
- A tutor can only be paid a maximum of 40 hours per round of tutoring

### Tutor Qualifications

- Instructional staff is comprised of highly qualified teachers as defined by NCLB.
- Tutors must provide copies of current HQ Attestations that demonstrate they are HQ as defined by NCLB in reading/language arts and/or math.

### Tutor Qualification Exceptions

- Principals or Providers should use the Tutor Verification form as a guide to determine if each tutor qualified as an Exception and have transcripts. They must maintain documentation that sufficient attempts to recruit HQ tutors were unsuccessful.

- Tutors for grade 7-12 students in math: (a) 12 credits in math and (b) bachelor's degree or college student
- Tutors for grade 7-12 students in English or Writing: (a) 12 credits in English/Language Arts and (b) bachelor's degree or college student
- Tutors for elementary school K-8 students or older special education students: (a) 12 credits in basic education content courses in English, social studies, math, science and bachelor's degree or (b) enrollees in teacher preparation programs
- HQ instructional aide (per Section 1119 of NCLB) employed by a school district or charter school

### **Supplemental Programs**

- ❖ Any non-teaching prep time during student's non-core classes with principal approval or outside of school hours
- ❖ Examples of supplemental programs are those after school, before school, during lunch, weekends, supplemental Fridays, evenings, intersession, pullouts that do not remove students from core classes, during prep time, AIMS remediation "classes" with no more than 5 students during teachers' prep times (high school credit may be given).
- ❖ Those not appropriate are programs that supplant regular instruction.

### **Accountability**

- ✓ The Certificate of Supplemental Instruction is an agreement between the tutor and the parent. Key pieces relate to parental contact, the skill/concept to be studied, and principal/administrator acknowledgement. Please, use the document found at our website.
- ✓ For accountability purposes, the tutor will indicate online if and how that student showed academic improvement in that skill/concept. Written, oral, or other assessments can be teacher-made, district, or standardized tests determined by the tutor.
- ✓ The State Tutor fund online system is how the tutor registers students and enters session information. Use of this system is how ADE calculates actual amounts to reimburse the district/charter holder.
- ✓ State Board of Education may remove a tutor if he/she fails to meet the stated level of academic improvement (A.R.S. 15-241R) stated in Certificate

### **Outside Providers:**

- Outside approved providers are posted at the ADE website.
- The relationship between the school/LEA should be the following:
- If a school/LEA chooses not to participate in the State Tutoring Program, it is under no obligation to advertise for providers approved under this RFP.
- If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.
- The parent is responsible for contacting an outside provider. The Certificate of Supplemental Instruction authorizes the release of a student's records.
- Schools/LEAs will not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction.

### **How to Get Started**

- Complete a worksheet, send it as an attachment to Deborah Francis to review calculations.
- Complete the grant application.
- District officials, principals, or their representatives email [Deborah.Francis@azed.gov](mailto:Deborah.Francis@azed.gov) the tutors' names, school, email addresses, and how each is qualified. In the email that official's role should be clear.

### **Documentation to Keep**

Ensure that documentation is available for monitoring to include the signed certificates of supplemental instruction, attendance records that cover session dates, duration and students present, HQ Attestations, and backup documentation for all tutors related to their qualifications (i.e. transcripts).

If you have any questions, please contact [Deborah.Francis@azed.gov](mailto:Deborah.Francis@azed.gov) or (602) 364-3177. The Verification form, the Certificate, list of outside providers, and cut score list can be found at: <http://www.ade.az.gov/asd/StateTutoring/>.